

## Department of \_\_\_\_\_ Computer Workstation Review Guide

**Please use this guide when setting up or re-organizing your workstation. It is provided to assist you in creating a safe and comfortable workstation. No single "correct" posture or arrangement of components will fit everyone. However, there are basic design goals, some of which are on this checklist, to consider when setting up a computer workstation or performing computer-related tasks.**

**Consider your workstation as you read through each section and see if you can identify areas for improvement in posture, component placement, or work environment. Feel free to ask for assistance with certain sections that may require an additional set of eyes.**

Posture	Y	N	Comments:
Feet rest flat on floor or supported by a footrest.			
Thighs are parallel to floor and knees equal or about even with hips.			
Upper arms hang comfortably and elbows are close to torso.			
Forearms are parallel to floor.			
Wrists are in a neutral posture.			
Shoulders appear relaxed when performing data input.			
Ears over shoulders when viewing monitor.			
Head, neck and trunk face forward not rotated.			
Frequent reaching over 20 inches.			
<b>SEATING</b> <b>The chair . . .</b>	<b>Yes</b>	<b>N</b>	<b>Comments:</b>
Seat pan adjusts up and down.			
Seat pan has a positive and negative tilt adjustment.			
Back rest is adjustable and provides low back support.			
Armrests are properly adjusted, supporting the forearms (not the elbows).			
<b>KEYBOARD/INPUT DEVICE</b> <b>The keyboard/input device arranged so that . . .</b>	<b>Y</b>	<b>N</b>	<b>Comments:</b>
Input device (mouse/trackball) is on the same level as keyboard.			
Input device (mouse or trackball) is located next to keyboard so you can operate it without extended reaching.			
Wrists, hands and elbows do not rest on sharp or hard edge.			

## Attachment #4

<b>MONITOR</b>	<b>Y</b>	<b>N</b>	<b>Comments:</b>
The monitor is arranged for tasks so that . . .			
Monitor is in a position so you are able to read it without bending head or neck down/back.			
Monitor distance is 18" to 22" (or good viewing distance for vision) and allows you to read screen without leaning head, neck or trunk forward/backward.			
<b>ENVIRONMENT</b>	<b>Y</b>	<b>N</b>	<b>Comments:</b>
Is there exposure to indirect glare?			
Is there enough lighting in your workspace?			
Are there space constraints?			
Other			
<b>ACCESSORIES</b>	<b>Y</b>	<b>N</b>	<b>Comments:</b>
Document holder, if provided, is stable and large enough to hold documents that are used.			
Document holder, if provided, placed at about the same height and distance as monitor screen so there is little head movement when you look from document to screen.			
Wrist rest, if provided, allows you to keep forearms, wrists and hands straight and parallel to ground when using keyboard/input device.			
Is telephone headset necessary for frequent computer work while on the phone?			

**Comments/Notes:**

*If you require additional information or assistance with setting up your workstation, please talk with your supervisor.*